



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT
Central District of California

POSITION	POSITION OVERVIEW
INVENTORY SPECIALIST (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Inventory Specialist is responsible for the accounting, safeguarding, and disposing of IT-related Court property in coordination with property, IT staff, and individual departments throughout the district, in order to carry out the distribution of property directed by Executive Management.</p> <p>The specific duties of the Inventory Specialist include, but are not limited to: providing analytical support in the management, regulations, coordination, and control of accountable non-expendable and expendable IT-related court property; safeguarding unassigned property in secure storage areas; using a variety of technical equipment for the purpose of adequately describing and tracking this property; maintaining an accurate district-wide inventory record and record of IT-related Court property on-hand; monitoring the distribution, redistribution, and disposal of this property in accordance with government requirements and judiciary policy; assisting with physical sighting and research efforts in the event such property has been misplaced; serving as the central point-of-contact for the exchange of information and resolution of issues regarding IT-related Court property and its inventory database; communicating with managers, supervisors, property staff and other Court staff as needed to coordinate the effective distribution and management of IT-related property; and responding to help desk calls and emails, log computer problems, and assisting in routing problems. The successful candidate will retain their current status as either a temporary or permanent employee.</p>
LOCATION	
LOS ANGELES, CA	
SALARY/TARGET	
CL 26 \$ 47,005 - \$ 76,455	
OPENING DATE	
February 26, 2014	
CLOSING DATE	
March 12, 2014	
ANNOUNCEMENT	
14-09	

QUALIFICATIONS

To qualify for the position of Inventory Specialist an applicant must possess two (2) years of specialized experience, including one (1) year of equivalent to work at the CL 25 level. Specialized experience is progressively responsible experience related to the technical aspects of office automation and its applications, terminology and methodology, and IT property related management. The ability to plan, organize, and prioritize work in a effective and timely manner is highly desirable. Applicants must possess excellent communication and interpersonal skills, an even temperament, and promote teamwork in the workplace; use tact, sound judgment, and initiative within established policy and procedural guidelines; and establish, maintain, and foster a positive and productive working relationship within a versatile team environment.

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to temporary employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129, or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129